

# COMMERCIAL



**PLACER COUNTY  
BUILDING DEPARTMENT**

**HOW TO GET  
A COMMERCIAL  
BUILDING PERMIT**

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**OVERALL REQUIREMENTS**

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[www.placer.ca.gov/](http://www.placer.ca.gov/)

1. Contact the Planning Department (530) 889-7470 to set up a pre-development meeting to determine the requirements of the various land development departments or at least discuss your project proposal with the departments on an individual basis prior to formally submitting applications.
2. To schedule a major project proposal before the County's Permit Streamlining Committee, contact the Planning Department (889-7470).
3. Submit appropriate entitlements to the Planning Department for review and approval.
4. If Design Review is required for your proposal, you must obtain Design/Site Review Committee approval prior to submittal of plans to the Building Department and Public Works Department. Submit the required sets of plans to each land development department and the local fire department along with the required plan check fees. Make sure your plans are complete before you submit them. Once in the plan check process, changes to the plans may cause delays. Any changes that are made on the plans in one department must be consistent with the plans that have been submitted to the other land development departments.

**NOTE: DESIGN REVIEW (IF REQUIRED) MUST BE APPROVED BY THE PLANNING DEPARTMENT PRIOR TO IMPROVEMENT PLAN CHECK SUBMITTAL TO PUBLIC WORKS, AND BUILDING PLAN CHECK SUBMITTAL.**

5. When you submit your plans to the Building Department you will be given a Departmental Routing Sheet to take to the other land development departments for their *approvals to do the plan check*. Once the approvals have been obtained you will return to the Building Department to pay the plan check fees and submit the plans. The building plan check may take several weeks depending on the complexity of the project and completeness of the plan submittal.
6. Contact your local fire department (they will probably need plans) for their approval and conditions.
7. Prior to issuing the building permit, *approval for issuance* is required from all land development departments and the fire department once the plans have been approved. A separate check is required for each department's fees. (i.e.: traffic fees, mitigation fees, etc.)
8. A certificate showing payment of school fees must be submitted prior to issuance of the building permit.
9. A certificate of insurance for proof of workman's compensation insurance coverage is required to be presented by the contractor at the time of permit issuance if employees are being hired for this project. A letter of authorization is required if an agent is picking up the building permit for the contractor or owner. If the project is to be owner-built, an Owner/Builder Verification form must be completed and submitted to the Building Department prior to building permit issuance.
10. Once the project is ready for final inspections, you will need to contact the individual land development departments for field inspections. A departmental Final Approval Card will be provided at the time of permit issuance. It is the permittee's responsibility to obtain 'final' signatures from the applicable land development departments as well as the fire district. The Final Approval Card must be surrendered to the Building Inspector **PRIOR** to the issuance of a Certificate of Occupancy.
11. Additional information is available at each of the land development departments to assist you through the review, issuance, and final inspection process.

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**LAND DEVELOPMENT PHONE DIRECTORY**

[www.placer.ca.gov/](http://www.placer.ca.gov/)

**OFFICE HOURS TO THE PUBLIC: 8:00 A.M. TO 5:00 P.M.**

**BUILDING PERMITS ISSUED/PLANS ACCEPTED: 8:00 A.M. TO 4:30 P.M.**

**(TAHOE OFFICES LOCATED AT 565 WEST LAKE BLVD, TAHOE CITY)**

**BUILDING DEPARTMENT**

11424 "B" Avenue, Auburn

General Questions .....889-7487

Inspection Requests ..... 889-7491

Tahoe General Questions ..... 581-6200

Tahoe Inspection Requests ..... 581-6205

**PLANNING DEPARTMENT**

11414 "B" Avenue, Auburn

General Questions ..... 889-7470

Zoning, Property Line Setbacks, Environmental Review, General Plan Amendments,  
Rezoning, Conditional Use Permits, Business Licenses, variances, Design Review,  
etc.

Tahoe Office ..... 581-6213

**PUBLIC WORKS DEPARTMENT / SPECIAL DISTRICTS**

11434 "B" Avenue, Auburn

General Questions ..... 889-7500

Sewer, flood zone review, grading, drainage, improvement plans, traffic fees, drainage,  
etc.

Tahoe Office - Sewer ..... 562-0669

Tahoe Office - Encroachment ..... 581-6226

**ENVIRONMENTAL HEALTH**

11454 "B" Avenue, Auburn

General Questions ..... 889-7335

Septic & Well Permits, Hazardous Materials, Food Permits, Underground Tanks

Tahoe Office ..... 581-6240

# PLACER COUNTY BUILDING DEPARTMENT

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### INTRODUCTION

Following is a general review of the procedures and requirements for obtaining a building permit for a commercial project in Placer County. The information presented in this booklet is for informational purposes only and represents a broad and general interpretation of policies, procedures, and regulations of Placer County with regards to commercial developments. The information contained herein should be utilized as a guideline and for background information. Specific questions should be directed to the responsible County department as identified in this booklet.

For the purposes of this document, the land development departments consist of the Planning and Building Departments; the Department of Public Works, incorporating the divisions of Land Development and Special Districts; and the Health Department, incorporating the divisions of Environmental Health and the Air Pollution Control District. The Auburn offices are located on "B" Avenue in the DeWitt Center complex. The Tahoe offices are located at 565 West Lake Blvd. in Tahoe City. For virtually all commercial developments, each of the land development departments will have some involvement. **IT IS SUGGESTED THAT YOU CONTACT THESE DEPARTMENTS /DIVISIONS EARLY IN THE PLANNING STAGE OF YOUR PROJECT TO DETERMINE EACH DEPARTMENT'S SPECIFIC PROCEDURES AND REQUIREMENTS.**

### BUILDING CODES ENFORCED

The Building Department will be enforcing the 1998 *California* editions of the Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Building Standards and the 1996 *California* edition of the National Electrical Code. The June 2001 issue of the 'California Building Energy Efficiency Standards' is being used for energy compliance. Copies of the code books, including the State amendments, are available for reference at the Building Department. You may also purchase the Codes at local bookstores or view them at the public library. The State amendments are available from the State. Local regulations as contained in Chapter 15 of the Placer County Code, as well as pertinent requirements of State law, are also enforced.

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**BUILDING DEPARTMENT PLAN REQUIREMENTS**

The Building Department is primarily involved in the plan approval, permit issuance and field inspection of structures in Placer County.

Plans must be prepared by a California registered professional architect or engineer. All sheets of the prints must be "wet" signed (original signature) by the architect /engineer.

Two (2) complete sets of plans, including, but not limited to, the following:

- Architectural plans (floor plans, elevations, etc.)
- Structural plans (foundation, framing, roofing, details, etc.)
- Site plans (including Civil plans with finished grade elevations)
- Engineering calculations (structural, lateral, trusses)
- Geotechnical reports and/or soil test results (when applicable)
- Plumbing plans (including sizing computations)
- Electrical plans (including load computations)
- Mechanical plans (duct material and size, ventilation volumes)
- Fire sprinkler plans (required for gross floor areas over 4,500 FT<sup>2</sup>)
- Energy Compliance documents (Title 24)
- One additional floor plan (for Assessor's office)

**NOTE:** All Code requirements and information are to be stated on the plans. In most cases, specification/construction manuals are not to be submitted or included as part of the plans. This should be discussed with the plan review staff on a case by case basis.

A third set of plans may be required by the Building Department if the complexity of the construction necessitates a separate review by the department's structural engineer or outside consultant.

**DEPARTMENTAL ROUTING SHEET INFORMATION**

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1. Planning Department: Verifies whether Design Review has been completed and if the construction plan check review may commence. The Planner will verify zoning, setbacks, and any other land use restrictions, as well as authorizing Building plan check submittal.
2. Special Districts: Verifies sewer connection requirements.
3. Public Works Department/Engineering Division: Reviews proposal for improvement plan check requirements, traffic mitigation fees, fire department will-serve letter requirements, etc.
4. Health Department/Environmental Health Division: Verifies on-site sewage disposal requirements, water supply, solid waste and hazardous waste plan requirements, and/or food handling requirements.
5. Air Pollution Control District: State legislation requires the Air Pollution Control District to review ALL commercial and industrial projects for compliance with air quality control standards effective July 1, 1989.
6. Local Fire District: The Fire Districts in most areas require a plan check (and payment of a plan check fee in some districts) of your project. Contact the Fire District in your area for their individual plan check submittal requirements.

### PUBLIC UTILITIES

Your utility company should be contacted at the time you apply for your building permit in order to prevent delays in connection of service at final building inspection. Most applicants will be served by Pacific Gas and Electric, however, some areas in southern Placer County are served by Sacramento Municipal Utility District. The Environmental Health Division and the Public Works Department generally require "will-serve" letters from the serving public utility companies at the plan review stage.

Other public utility companies that you may need to make application to for service could include: Placer County Water Agency, Nevada Irrigation District, or another local water agency; your local trash pick-up company; the Telephone Company; Postal Office; a local sewer entity (other than Placer County); and your local fire department.

Contact the appropriate utility companies early in the planning stage of your project to obtain their requirements.

### APPLICATION FILING FEES

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Fees for all permits are based upon the level of service, or work, required to process, evaluate and/or inspect your project. All of the fees collected by the land development departments are based on the type of development, with some fees affected by the location of the development (i.e., traffic fees, etc.). Once you have a specific proposal and site, contact the land development departments referencing your ASSESSOR'S PARCEL NUMBER for specific fee information.

### **SCHOOL DISTRICT DEVELOPMENT FEES**

Commercial developments are subject to the State mandated school impact fee requirements. These fees are collected by your local school district office and are based on total square footage of the building. Contact your school district for more information.

### **FIRE DISTRICT CAPITAL FACILITY FEES**

Commercial developments are subject to fire district capital facility fee requirements. These fees are collected by your local fire district and are based on total square footage of the building. Contact your fire district for more information.

### **COUNTY CAPITAL FACILITY IMPACT FEES**

Commercial developments are subject to a County capital facility impact fee. This fee is based on the square footage of each land use category. This fee will be determined during plan review or can be provided with a Building Permit fee estimate.